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| Position Description        | DIRECTOR OF SPECIAL EDUCATION AND PUPIL PERSONNEL SERVICES   | 254 |
| Primary Purpose             | To provide direction, leadership, supervision and evaluation of the special education programs and services.   |     |
| Contractual Relationship    | Reports directly to the Superintendent of Schools and negotiates an individual employment contract with the Superintendent.  |     |
| Organizational Relationship | Works cooperatively with principals and central office administrators and is directly responsible for any and all matters relative to special education services and programs. Responsible for general supervision of special education staff, including teachers, therapists, psychologists, counselors, high school director, middle school directors, preschool director, child specific aides, and special education aides.  |     |
| Responsibilities            | <p>Leadership:</p> <ul style="list-style-type: none"> <li>• Oversees the delivery of high quality services in special education.</li> <li>• Provides a vision and goals for the development of the special education program.</li> <li>• Advises the Superintendent on issues in special education that require changes in service delivery, additional staffing, or potential litigation.</li> <li>• Supports and promotes the district’s annual goals.</li> <li>• Plans and implements professional development programs for special education staff.</li> <li>• Promotes effective communication and collaboration with parents and community advocates relative to special education issues, including convening the Special Education Parent Advisory Committee on a regular basis.</li> <li>• Coordinates the special education summer program.</li> <li>• Coordinates, supervises, and evaluates nursing services in the Shrewsbury schools.</li> <li>• Cooperates with public and private agencies, organizations and professional personnel in securing and providing services for children with special needs.</li> </ul> <p>Operations:</p> <ul style="list-style-type: none"> <li>• Prepares children with special needs census reports for state and local use.</li> <li>• Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students and similar fiscal matters. Coordinates “Child-Find” activities.</li> <li>• Coordinates the maintaining of complete and accurate records on all students receiving special education services.</li> <li>• Supervises and reviews out-of-district placements.</li> <li>• Coordinates a comprehensive special education response to preparing all students to successfully take the MCAS test.</li> <li>• Maintains a current list and description of program options available for school age children with special needs.</li> <li>• Coordinates the preparation of all special education plans and reports acquired by the Massachusetts Department of Education, the federal government, and the Shrewsbury Public Schools.</li> <li>• Coordinates the screening, evaluating, planning, assigning of students in special education programs.</li> </ul> |     |

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|  | <ul style="list-style-type: none"> <li>• Cooperates with central office staff in the processing federal Medicaid reimbursement claims.</li> <li>• Appears in court or at regional and state hearings if necessary.</li> <li>• Works with parents, principals, and central office staff relative to the transportation needs of children placed in special education.</li> <li>• Insures system-wide compliance with special education laws and regulations.</li> <li>• Evaluates special education staff consistent with procedures outlined in the Handbook on Teacher Supervision and Evaluation.</li> <li>• Insures the effective use of appropriate technology resources within the special education department.</li> <li>• Insures that special needs staff meet certification requirements of the State of Massachusetts.</li> <li>• Works with Director of Human Resources and principals in recruiting and hiring of qualified staff.</li> <li>• Certifies hourly and contracted payroll time sheets.</li> <li>• Supports the Director of Business Services by providing budget recommendations and manages/ monitors such budgets once approved.</li> </ul> |
| <p>Qualifications</p> <p>Adopted 4/28/04</p> | <ul style="list-style-type: none"> <li>• Massachusetts certification as a Special Education Administrator.</li> <li>• Master's degree with course work in administration.</li> <li>• Minimum of three year's teaching experience or experience providing district services to special needs students.</li> <li>• Ability to identify problems, analyze situations, develop potential solutions, and work with a variety of school and non-school personnel to reach consensus. Such alternatives to the above qualifications as may be found appropriate by the Superintendent of Schools.</li> </ul>   |